

Learning and Employee Development



A Career in Learning and Employee Development

At VA, Learning and Employee Development professionals assess, design, develop, deliver and evaluate the learning and training activities provided to employees in order to enhance the services VA provides to Veterans. Learning and Employee Development professionals implement education services, curriculum development and instructor activities, and also manage maintenance, operations and support for ongoing education and training tasks.

General Education and Training

This series includes positions that involve professional work in education and training when the work is not more appropriately covered by another professional series in this or any other group. Included are positions where (1) the work has characteristics that are identified with more than one professional education series with none predominant; (2) the professional knowledge required is not specifically covered by another series; or (3) the work is in a specialized professional field not readily identifiable with other existing series in this or any other group. Positions include:

- Learning and Employee Development Project/Program Manager

Education and Training Technician

This series covers professional education positions that promote, coordinate and improve education policies, programs, standards, activities and opportunities in

accordance with national policies and objectives. These positions involve the performance, supervision, or formulation and implementation of policy concerning education problems and issues. These positions require professional knowledge of education theories, principles, processes and practices at early childhood, elementary, secondary or post-secondary levels, or in adult or continuing education. They also require knowledge of the federal government's relationship with state and local educational agencies or with public and private post-secondary institutions. Positions include:

- Education Technician

Instructional Systems

This series includes professional positions that administer, supervise, advise on, design, develop, or provide educational or training services in formal education or training programs. They require knowledge of education theory and the principles, methods, practices and techniques of one or more specialties in the instructional systems field. The work can require knowledge of one or more subjects

MyCareer@VA

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.

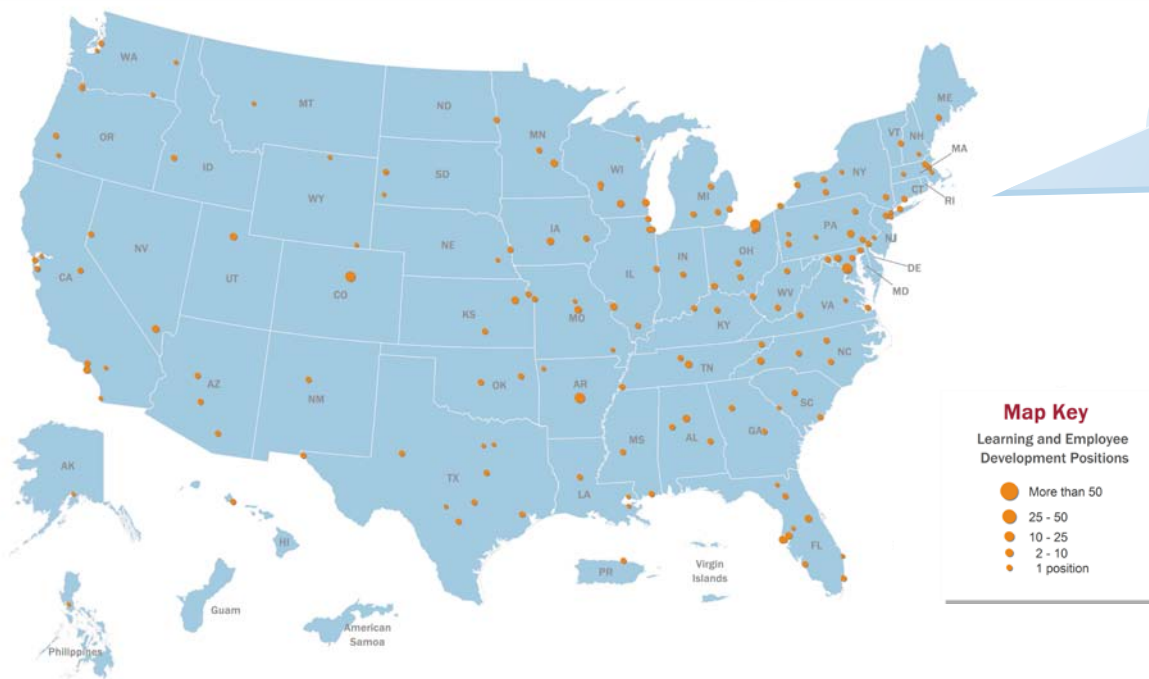
or occupations in which educational or training instruction is provided. Positions include:

- Instructional Systems Specialist

Training Instruction

This series covers administration, supervision, training program development, evaluation or instruction in a training program. Practical knowledge of instructional methods and techniques and of the subject-matter is required. These positions do not require professional knowledge and training in education, or mastery of a trade, craft or laboring occupation. Positions include:

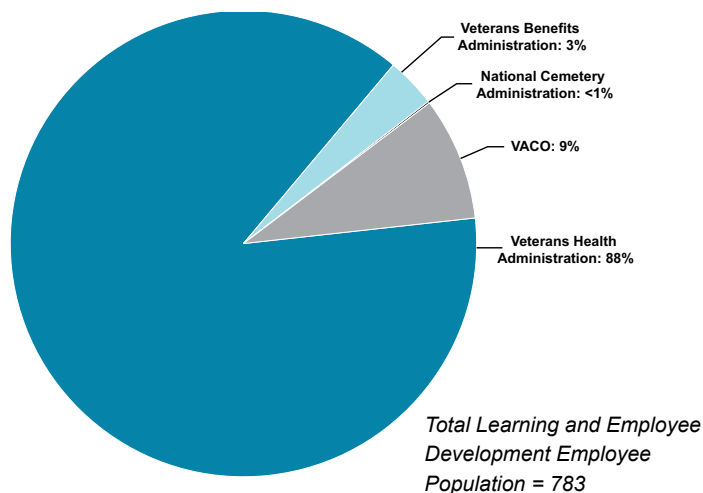
- Training Instructor



Learning and Employee Development Job Locations

VA's Learning and Employee Development positions are dispersed across 164 cities within the United States. The top five Learning and Employee Development occupational family geographic locations are Cleveland, Ohio; Denver, Colo.; Little Rock, Ark.; Washington, D.C.; and Salt Lake City, Utah.

VA Learning and Employee Development Job Distribution by Administration



VA's Learning and Employee Development positions are located in the Veterans Health Administration, Veterans Benefits Administration, National Cemetery Administration and VACO to meet the broad range of needs facing the Department.

MyCareer@VA Tools and Resources

- Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.